

REQUEST FOR CHANGE OF HOME ADDRESS

TO: HUMAN RESOURCE OFFICE

DATE: _____

ATTN: _____

FROM: _____

ORGANIZATION: _____

MY OFFICIAL RECORDS SHOULD BE CHANGED TO THE FOLLOWING HOME ADDRESS:

CITY _____ STATE _____ ZIP CODE _____

I UNDERSTAND THAT THIS REQUEST WILL BE USED TO CHANGE MY HOME ADDRESS FOR THE PURPOSE OF RECEIVING CORRESPONDENCE SUCH AS: THE EARNINGS, LEAVE AND BENEFITS STATEMENT, THRIFT SAVINGS PLAN PARTICIPANT STATEMENT, AND W-2 WAGE AND TAX STATEMENT.

SIGNATURE REQUIRED

SOCIAL SECURITY NUMBER

NOTE TO EMPLOYEE: Fax, mail, or deliver this request to your Human Resource Office.

PRIVACY ACT NOTICE

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 in order to ensure that the information is maintained only with other records pertinent to you and not with information of other individuals who may have the same name. The information you provide on this form will be primarily used to update the records maintained in a system of records that contain your home address and that are used by the human resources and payroll offices. Furnishing your SSN is voluntary; but, if the SSN is not provided, there may be a delay in your receipt of information from the Department of Energy, such as your bi-weekly Earnings, Leave, and Benefits Statement; Travel Voucher information; information sent via mail from the Human Resource Office; or your W-2. In addition, the information provided on the form may be provided to training facilities; to organizations deciding claims for retirement, insurance, unemployment or health benefits; to officials in litigation or administrative proceedings where the Government is a party; to law enforcement agencies concerning violations of law or regulation; to labor organizations recognized by law in connection with representing employees; to Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining security clearances; to the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute and congressional offices in connection with their official functions.